



THE HOLIDAY SLUMP

Summer is the time that is synonymous with outdoor activities, holidays, and relaxation but it is more often a period where you are busier than ever. A holiday is supposed to be that precious time when you switch off from work but you end up working like a ninja to get all of your to-do-list crossed off and by the time you arrive at your destination you don't head for the beach, you head for bed.

A gorgeous sunny day is something to be cherished so as the temperatures rise so does our desire to be out and about which can zap our energy. There is also the guilt of taking time off from work and so holidays become 'workcations' where you constantly check your emails and continue to take calls. A poll of People Management readers found that:

- 66% of respondents frequently worked on their time off
- 48% admitted to replying to work emails or messages

- 32% said they have completed administrative tasks
- 23% have taken their work laptop or phone with them on holiday
- 18% continued to work as normal while off the clock

Your hard-earned holiday is time to rest and reset so you can get back to work refreshed, it is not a time to continue to fire on all cylinders. Burnout is beckoning if you don't switch off. Discipline is your best friend so that you can be prepared and organised before you head off. Let your colleagues know the dates 4-6 weeks in advance, move project deadlines up if there are any conflicts, and don't agree to any new work if it means working 20-hour days to get it completed. Create a handover document, organise a meeting with your manager to run through every detail and make a list of priorities for when you get back so you don't forget anything. Give your customers or clients the dates of your holiday and an alternative contact

whilst you are away. Lastly, don't forget to put your out-of-office on!

Holiday fatigue is caused when you over commit so set realistic goals and don't be afraid to ask for help if you can't complete all your tasks. Your to-do list is your guide to staying on top of your workload so keep it up-to-date and take satisfaction as you cross things off. Make sure you create it well ahead of your holiday, so you don't become overwhelmed with only a few days before you jet off. In your personal life, let go of social FMO (fear of missing out) as you already have plenty to do at work as well as holiday shopping and packing.

You have worked hard for your holiday, you deserve time out from the everyday routines so go and enjoy it. There is nothing worse than arriving to your dream destination absolutely exhausted so beat the holiday slump and make sure to switch off from work.